

List of documents: standard disclosure

Notes:

- The rules relating to standard disclosure are contained in Part 31 of the Civil Procedure Rules and Section E of the Commercial Court Guide.
- Documents to be included under standard disclosure are contained in Rule 31.6
- A document has or will have been in your control if you have or have had possession, or a right of possession, of it **or** a right to inspect or take copies of it.

**In the High Court of Justice
Queen's Bench Division
Commercial Court
Financial List
Royal Courts of Justice**

Claim No.

Claimant(s)
(including ref)

Defendant(s)
(including ref)

Date

**Party
returning
this form**

Disclosure Statement of (Claimant)(Defendant)

1. (I/We), (name(s)) state that (I/we) have carried out a reasonable search to locate all the documents which
(I am or here name the party is)
required to disclose under (the order made by the court or the agreement in writing made between the
parties on) (insert date)

2. The extent of the search that (I/we) made to locate documents that
(I am or here name the party is)
required to disclose was as follows:

3. (I/We) limited the search in the following respects:-

☐ I did not search for documents:-

☐ pre-dating

☐ located elsewhere than

☐ in categories other than

☐ for electronic documents

☐ I carried out a search for electronic documents contained on or created by the following:
(list what was searched and extent of search)

☐ I did not search for the following:-

☐ documents created before

documents contained on or created by the ☐ Claimant ☐ Defendant

- | | |
|--|--|
| <input type="checkbox"/> PCs | <input type="checkbox"/> portable data storage media |
| <input type="checkbox"/> databases | <input type="checkbox"/> servers |
| <input type="checkbox"/> back-up tapes | <input type="checkbox"/> off-site storage |
| <input type="checkbox"/> mobile phones | <input type="checkbox"/> laptops |
| <input type="checkbox"/> notebooks | <input type="checkbox"/> handheld devices |
| <input type="checkbox"/> PDA devices | |

documents contained on or created by the ☐ Claimant ☐ Defendant

- | | |
|--|---|
| <input type="checkbox"/> mail files | <input type="checkbox"/> document files |
| <input type="checkbox"/> calendar files | <input type="checkbox"/> web-based applications |
| <input type="checkbox"/> spreadsheet files | <input type="checkbox"/> graphic and presentation files |

documents other than by reference to the following keyword(s)/concepts
(delete if your search was not confined to specific keywords or concepts)

4. The facts considered in arriving at the decision that it was reasonable to limit the search in the respects identified above were as follows

(the facts must be set out in detail: see paragraph E3.6 of the Commercial Court Guide):

5. (I/We) certify that (I/we) understand the duty of disclosure and to the best of (my/our) knowledge

(I have or *here name the party has*)

carried out that duty. (I/We) further certify that the list above is a complete list of all documents which are or

have been in (my or *here name the*

party's) control which (I am or *here name the party is*) obliged under (the said order or the said agreement in writing) to disclose.

6. (I or *here name the party*)

understand(s) that (I or *here name*

the party) must inform the court and the other parties immediately if any further documents required to be

disclosed by Rule 31.6 comes into (my or

here name the party's) control at any time before the conclusion of the case.

7. ((I or *here name the party*)

(have/has) not permitted inspection of documents within the category or class of documents (as set out below) required to be disclosed under Rule 31(6)(b) or (c) on the grounds that to do so would be disproportionate to the issues in the case.

Signed

Date

Name(s)

Position or office held

Please state why you are the appropriate person(s) to make the disclosure statement.

List and number here,
in a convenient order,
the documents (or
bundles of documents
if of the same nature,
e.g. invoices) in
your/the claimant's/the
defendant's control,
which you/the claimant/
the defendant do/does
not object to being
inspected. Give a short
description of each
document or bundle so
that it can be identified,
and say if it is kept
elsewhere i.e. with a
bank or solicitor

A. (I)(The claimant)(The defendant) (have/has) control of the documents numbered and listed here. (I)(the claimant)(the defendant) (do not)(does not) object to you inspecting them/producing copies.

List and number
here, as above,
the documents in
the claimant's/the
defendant's control
which the claimant/the
defendant objects to
being inspected.
(Rule 31.19)

B. (I)(The claimant)(The defendant) (have)(has) control of the documents numbered and listed here, but (I)(the claimant)(the defendant) (object)(objects) to you inspecting them:

Say what the
claimant's/the
defendant's objections
are

(I)(The claimant)(The defendant) (object)(objects) to you inspecting these documents because:

List and number here,
the documents the
claimant/the defendant
once had in his/her/its
control, but which the
claimant/the defendant
no longer has. For
each document listed,
say when it was last
in the claimant's/the
defendant's control and
where it is now.

C. (I)(The claimant)(The defendant) (have)(had) the documents numbered and listed below, but they are no longer in (my)(the claimant's)(the defendant's) control.